



eOPF ARRIVING MARCH 7TH!!

eOPF (Electronic Official Personnel Folder) **will Go-Live to all Civil Servants at Glenn Research Center on March 7, 2008!** NASA's roll out and launch of **eOPF** at GRC is right around the corner. The **eOPF** replaces your paper Official Personnel Folder with an online version. **eOPF** is being rolled out across the Agency over the next several weeks by NASA's Office of Human Capital Management (OHCM), as part of the Human Capital Information Environment (HCIE).

eOPF Training

A short training course is available in System for Administration, Training, and Educational resources at NASA (SATERN) to help you understand what the tool will do and how to navigate your eOPF. To make sure you have the best possible experience with **eOPF**, we *strongly recommend* you take the **eOPF** training prior to logging on. Click [here](#) to take the SATERN training or go to <https://satern.nasa.gov>. Then, simply search the catalog for '**eOPF**' or '**ELECTRONIC PERSONNEL FOLDER**'. The NSSC Contact Center will ask if you have taken the training prior to answering any Help Desk questions.

Logon and Password

On or about **March 7, 2008**, you will receive 2 emails with the prefix 'eopf', one containing *your Logon ID*, and a second containing your *Temporary Password*. Your password is unique to your first-time logon and should not be shared. These emails also include information on how to change your password once you have successfully logged into eOPF. **Note:** Mac users will receive special Logon and Password instructions about Mac system access requirements.

What's in Your Folder

Since the Office of Personnel Management (OPM) is the official owner of your OPF, and NASA OHCM the authorized folder custodian, your electronic folder will contain only those documents specified in OPM's Guide to Personnel Recordkeeping (GPR). Those documents not conforming with OPM's GPR have been removed. **These documents will be returned to you for your retention following the briefings on February 26th and 28th. A briefing will be held at Plum Brook on March 4th.** Please see T@G for more information. Once you have reviewed your electronic folder, if you find information that does not seem accurate or you have questions, please contact your organization's OHCM Specialist. For a listing of OHCM representatives please go to http://www.grc.nasa.gov/WWW/OHR/HR_POC_list.pdf.

Where to Get Help

eOPF has an online help function you can reach by clicking on the word 'Help' at the top of most pages within the tool. The NSSC Contact Center can be contacted using the following methods:

- By phone: 1-877-NSSC123 (1-877-677-2123)
- By email: nssc-contactcenter@nasa.gov

eOPF is one more application within the HCIE portal developed to transform and improve the way you review your HR benefits and employment information. As **eOPF** updates are available, the Glenn Office of Human Capital will share it with you. In the meantime, if you have any questions, comments, or concerns contact the NSSC Contact Center or your organization's OHCM Specialist.